

GCLM User Group Meeting Notes May 31, 2006

Attendees

Beam, Doug (OFM); Castro, Rick (OFM); Hanson, John (CTED); Zeiler, Gary

Also invited: Hontanosas, Del (CTED); McAuliffe, Kreighan (ECY); Stewart, Debbie (ECY)

Resources

- The OFM Site contains GCLM information: <http://www.ofm.wa.gov/accounting/grants/default.asp>

Next Meeting: Wednesday, June 7, 3:00 pm – 5:00 pm, Point Plaza West 2nd Floor Large Conference Room

Next Meeting Agenda:

Approve May 31, 2006 Meeting Minutes

Work Plan review

Kick-off meeting planning –Bring pre-meeting briefing date and time.

RFI Questionnaire and Request for Demonstration review – Updated documents with all comments distributed June 6.

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Minutes from May 31, 2006 Meeting

1. New Team Member
 - a. Introduced Rick Castro as the GCLM Product Manager. I am excited to have Rick join the team. Rick is a highly qualified and experienced consultant. Rick and I have worked together on the Financial ToolBox and the Cost Accounting System projects, both being successful projects and quality products.
2. Business Analyst Status
 - a. **Ecology** has completed a draft of the Management Analyst position description and should have it into HR by the end of this week (6/2).
 - b. **Ecology** intentions are to try to fill this position by 6/15 internally.
 - c. **CTED** has not filled this position.
 - d. **CTED** intentions are to have Del fulfill these requirements, for now. The earliest assignment would be 7/16.
3. Work Plan review/update
 - a. Product Manager recruitment completed.
 - b. Interagency Agreements and Statements of Work completed.
 - c. Submitted to Ecology and CTED for signature.
 - d. Interagency Agreements and Statements of Work signed and returned to OFM.
 - e. Working on
 - i. Terminology and Standards
 - ii. Evaluation of Best of Breed Products
 - iii. Draft RFI
4. Kick-off meeting planning
 - a. Discussed whether to have a single kick-off meeting or one for each agency.
 - b. Ecology estimates 12-24 people
 - c. CTED estimates 12-15 people. Would be good to have at their next Contracts Excellence Work Group meeting
 - d. Discussed pre-briefing and topics for kick-off meeting
5. RFI Questionnaire and Request for Demonstration Letter
 - a. Reviewed Request for Demonstration Letter
 - i. Distributed Letter includes noted changes from meeting discussion.

- ii. Will need to determine appointment dates when are ready to submit RFI Questionnaire.
- b. Reviewed RFI Questionnaire
Distributed Questionnaire includes noted changes from meeting discussion.

Decisions Made

- 6. Hold separate Kick-off meetings for Ecology at end of June and for CTED at mid June.

Decisions to be Made

- 7. What are the agenda items for Kick-Off meeting?
- 8. Should we post RFI in the newspaper?

Action Items

Action	Assigned to	Due Date
Determine next Contracts Excellence Work Group meeting and can we do the kick-off meeting at that meeting.	John	6/7/2006
Gary determine a date for the Ecology kick-off meeting.	Gary	6/7/2006
Distribute GCLM Web site link	Doug	Done
Distribute changes to RFI Questionnaire and Request for Demonstration letter	Doug	Done
Review and comment on RFI Questionnaire and Request for Demonstration letter.	Team	6/5/2006